

JUN 28 1971



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

JUN 21 1971

Our Reference: Grant No. OEG-O-71-3406 (323)

Mr. George Eyster  
Executive Director  
Appalachian Adult Basic Education  
Demonstration Center  
Morehead State University  
Morehead, Kentucky 40351

FY-71  
Teacher Trainer  
\$ 90,048

Dear Mr. Eyster:

An executed copy of Grant No. OEG-O-71-3406 (323) is forwarded for your use and files.

Copies of "OE-5141, 8/69 - Quarterly Estimated Requirements for Federal Cash" are furnished for use under "II Supplemental Provisions A. Payment 1" of the grant.

Copies of "OE-5140 (Rev. 2/67) Monthly/Quarterly Report of Disbursements of Federal Cash" are furnished for use under "II Supplemental Provisions C. Financial Reports" of the grant.

A copy of "Government Printing and Binding Regulations..." dated March 1969, No. 20 is furnished for guidance under the grant.

In the event of questions or comments concerning this letter, please contact Mr. Phillip Mandel, Area Code 202, telephone number 962-5338.

Sincerely yours,

John H. Getreu  
Chief, Adult, Vocational and  
Technical Education Branch  
Contracts and Grants Division  
Grants Officer

4 Enclosures



**TEACHER TRAINING PROJECT**  
**THE ADULT EDUCATION ACT, SECTION 309(c), TITLE III, P.L. 91-230**  
**PROPOSAL BUDGET SUMMARY**

DATE PREPARED  
May 28, 1971  
FISCAL YEAR  
1971

NAME OF APPLICANT ORGANIZATION  
Morehead State University  
Appalachian ABE Demonstration Center

ADDRESS (Street, city, county, State, ZIP code)  
1353 Morehead State University  
Morehead, Kentucky 40351

**DIRECT COSTS**

**1. PERSONNEL SALARIES**

A. PROJECT DIRECTOR		\$	
B. OTHER KEY PERSONNEL, IF ANY	Assoc. Director		3,750
C. INSTRUCTIONAL STAFF AND COUNSELORS			
(No. full time : No. part time	5 )		6,250
D. CONSULTANTS	(No. 20 )		2,000
E. SECRETARIAL AND CLERICAL	(No. )		4,000
F. OTHER SUPPORTING STAFF	(No. 5 )		9,400
G. SUBTOTAL FOR PERSONNEL SALARIES		\$	25,400

**2. OTHER DIRECT OPERATING COSTS**

A. EMPLOYMENT SERVICES AND BENEFITS		1,520
B. TRAVEL		5,347
C. REQUIRED FEES, IF ANY		
D. COMMUNICATIONS COSTS (telephone, postage fees, etc.)		1,360
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS		6,000
F. EQUIPMENT (Rentals and purchases)		2,000
G. RENTAL OF SPACE		
H. MINOR REMODELING OF SPACE		
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)		
J. SUBTOTAL - OTHER DIRECT OPERATING COSTS		\$ 16,227

**3. PARTICIPANT SUPPORT**

NO. RATE WEEKS

A. STIPENDS	100	X \$ 73	X 3	22,500
B. DEPENDENCY ALLOWANCE	250	X 15	X 3	11,250
C. TRAVEL COSTS	100	X 80	X	8,000
D. SUBTOTAL FOR PARTICIPANT SUPPORT				\$ 41,750

**4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)** \$ 83,378

**COST SHARING**

1. CONTRIBUTIONS OF GRANTEE

2. CONTRIBUTIONS FROM OTHER SOURCES

3. TOTAL COST SHARING

**TOTAL FEDERAL DIRECT COSTS (Line A4 minus line B3)** 83,378

**INDIRECT COSTS (Not to exceed 8 percent of Total Federal Direct Costs, Line C)** 6,670

**TOTAL FEDERAL FUNDS REQUESTED <sup>✓</sup> (Line C plus Line D)** 90,048

The cost of each component of the amount requested for each of the line items should be itemized or fully explained in the Budget Explanation Section of the proposal.

FORM 3120-2, 12/70 REPLACES OE FORM 3120-2, 3/70, WHICH MAY BE USED

Budget revised via negotiations between grantee and the U.S.O.E.



# NOTIFICATION OF GRANT AWARD

(Single Signature)

001976

1. NAME AND ADDRESS OF INSTITUTION (No., Street, City, State, and ZIP Code)

Morehead State University  
Box 1353  
Morehead, Kentucky 40351

2. GRANT NUMBER

OEG-0-71-3406 (323)

3. PROJECT NUMBER

123037

4. AMOUNT

\$ 90,048.00

5. PERIOD OF GRANT (Month, Day, Year)

FROM

06/01/71

THROUGH

05/31/72

7. GRANT AWARD IS (Check one)

A. ☒ NEW

B. ☐ REVISED

MAKE CHECKS PAYABLE TO:

Morehead State University  
Box 1353  
Morehead, Kentucky 40351

PROPOSAL TITLE

"Adult Basic Education Institute in Individualized Instruction for Teachers of Rural Adults,"

SCOPE OF WORK AND/OR SPECIAL CONDITIONS

A. The Statement of Work attached hereto including the budget are hereby made part of this grant.

B. Grant Terms and Conditions under the Adult Education Act

C. Special Terms and Conditions

The Grantee agrees to accept the foregoing terms and conditions or to notify the Grants Officer, U.S. Office of Education, in writing to the contrary within ten (10) days after the date of approval of this Award indicated below. The Grantee understands that in the event of a conflict between the aforementioned Work Statement and the Grant Terms and Conditions in 9(B) and 9(C) above, the latter shall govern. In the event of a conflict between 9(B) and 9(C), 9(C) shall govern.

GRANT AUTHORITY

P.L. 91-230, Title III, Sec. 309 (C)

APPROVED

NAME OF GRANTS OFFICER (Please type)

John H. Getreu

12. DATE

JUN 21 1971

SIGNATURE OF AUTHORIZED GOVERNMENT OFFICIAL

*John H. Getreu*

ACCOUNTING DATA (Office of Education Program offices will complete items marked with an asterisk)

MAC. NO.	F. Y.	BATCH NO.	COMMON ACCOUNTING NUMBER *	EFF. DATE	OBLIGATION NUMBER *	TRANS CODE	AMOUNT (Dollars & Cents) *	NEG. SYM. *	OBJECT CLASS *	VENDOR NUMBER *
(2)	(3)	(4-7)	(8-15)	(16-18)	(19-33)	(34-36)	(37-49)	(49)	(50-53)	(54-65)
	1		2001310						41.21	001976
DUCHER NUMBER (66-71)	GOVT. NON-GOVT. (72)	PROGRAM CODES		CNTRL FUND (77)	REC COUNT (78-80)	APPROPRIATION SYMBOL *		ALLOTMENT NUMBER		PPB NUMBER
		SCI/NON-SCI (72-74)	B/L PAY (75-76)			7510273				11243831
		2								11243833



SPECIAL TERMS AND CONDITIONS

1. Without prior approval but subject to a requirement for notification of transfer of funds within thirty (30) days of such transfer to the Grants Officer, the Grantee may make adjustments in existing budget categories not in excess of ten (10) percent of the original category amount either upwards or downwards provided the original amount of the Grant is not exceeded thereby.

Categories of the budget for this purpose shall be:

1. Personnel Salaries
2. Other Direct Operating Costs
3. Participant Support

2. Condition 10 of the Grant Terms and Conditions, entitled "Extension of the Grant" is further clarified by a requirement that the three (3) months extension provided therein must have prior approval by the Grants Officer in the event the Grantee is working simultaneously on any other grant issued under the Adult Education Act Program.



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DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

ADULT EDUCATION ACT

GRANT TERMS AND CONDITIONS

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- |                             |   |
|-----------------------------|---|
| 1. DEFINITIONS              | 12. CHANGE OF KEY PERSONNEL   |
| 2. SCOPE OF THE PROJECT     | 13. APPLICABILITY OF STATE, LOCAL, OR<br>INSTITUTIONAL REQUIREMENTS |
| 3. LIMITATIONS ON COSTS     | 14. ACKNOWLEDGEMENT AND DISCLAIMER IN<br>PUBLICATION                |
| 4. ALLOWABLE COSTS          | 15. PATENT RIGHTS   |
| 5. ACCOUNTS AND RECORDS     | 16. COPYRIGHT AND PUBLICATION                                       |
| 6. TERMINATION              | 17. SERVICE CONTRACTS   |
| 7. PRINTING AND DUPLICATING | 18. FULL COMPENSATION LIMITATION                                    |
| 8. REPORTS                  | 19. TRAVEL FEES AND PER DIEM  |
| 9. PAYMENT                  | 20. FORMS CLEARANCE   |
| 10. EXTENSION OF THE GRANT  | 21. PROJECT OFFICER   |
| 11. EQUIPMENT               |   |
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1. DEFINITIONS

As used in the grant documents relating to this award, the following terms shall have the meaning set forth below:

- a. "Commissioner" means the U.S. Commissioner of Education, Department of Health, Education, and Welfare.
- b. "Grantee" means the institution, organization, or individual named in the grant as the recipient of the grant award.
- c. "Grants Officer" means the employee of the U.S. Office of Education who has been delegated authority to execute or amend the grant document on behalf of the Government.

1/8/71



d. "Project Officer" means the employee of the U.S. Office of Education who is responsible for monitoring the project of the Grantee to assure compliance with the terms and conditions of the grant.

e. "Project" is the identified activity or program approved by the Commissioner for support.

f. "Project Director" is the person responsible for directing the program.

g. "Project Period" means the length of time specified in the Notification of Grant Award for which a project is approved.

h. "Budget Period" means the period of time (within or coterminous with the project period) specified in the Notification of Grant Award, during which project costs may be charged against the grant. A budget period is generally twelve (12) months but may be for a different period of time, if appropriate.

i. "Budget" means the amount of funds approved by the Office of Education for designated services, materials, and other items.

## 2. SCOPE OF THE PROJECT

The project to be carried out hereunder shall be consistent with the proposal as approved for support by the Commissioner and shall be performed in accordance with the terms and conditions of this grant.

## 3. LIMITATIONS ON COSTS

The total cost to the Government for the performance of the grant will not exceed the amount set forth in the Notification of Grant Award or



any appropriate modification thereof. The Government shall not be obligated to reimburse the Grantee for costs incurred in excess of such amount unless and until the Grants Officer shall have notified the Grantee in writing that such amount has been increased and shall have specified in a revised Grant Award a revised amount which shall thereupon constitute the revised total cost of performance of the grant.

#### 4. ALLOWABLE COSTS

a. Allowability of direct costs incurred under this grant shall be determined in accordance with the principles and procedures set forth in the documents identified below, as amended prior to the date of the award.

- (1) Bureau of the Budget Circular A-21, dated March 3, 1965, with all revisions issued effective prior to the date of the award, if the Grantee is an institution of higher education; or
- (2) Exhibit X-2-66-1 of the Department of Health, Education, and Welfare Grants Administration Manual, if the Grantee is a hospital; or
- (3) Exhibit X-2-67-1 of the Department of Health, Education, and Welfare Grants Administration Manual, if the Grantee is a local government agency; or
- (4) Exhibit X-2-68-1 of the Department of Health, Education, and Welfare Grants Administration Manual, if the Grantee is a nonprofit institution, as defined therein; or
- (5) DHEW Pamphlet OASC-6, if the Grantee is a State government agency.



b. Indirect costs incurred by grantees other than State and local governmental entities shall be based on actual indirect costs or a fixed rate of 8 percent of allowable direct costs, whichever is less.

c. Institutional allowances, applicable to any educational training program, which are not predetermined by the statute, regulations, or program guidelines, will be subject to audit and possible adjustment, in accordance with the applicable subparagraph of paragraph "a" above.

In no event will the institutional allowance exceed the amount

authorized by the statute, regulations, or guidelines governing the program.

## 5. ACCOUNTS AND RECORDS

### a. Accounts.

The Grantee shall maintain accounts, records and other evidence pertaining to all costs incurred, revenues or other applicable credits acquired under this grant. The system of accounting employed by the Grantee shall be in accordance with accounting principles generally used by State or local agencies or institutions of higher education, and will be applied in a consistent manner so that the project expenditures can be clearly identified.

### b. Cost Sharing Records

When the grant award requires cost sharing, the Grantee shall maintain records which demonstrate that its contributions to the program or project are not less, in proportion to the charges against the grant, than the amount specified in the grant award document, or any subsequent



revision thereof. In the absence of cost sharing on grants issued pursuant to Section 309(b) of the Adult Education Act, the Grantee shall provide the Grants Officer a written explanation of why cost sharing is not feasible for this grant.

c. Examination of Records.

All records directly relating to transactions under this grant are subject to inspection and audit by the Department of Health, Education, and Welfare at all reasonable times during the period of retention provided for in paragraph "d" below.

d. Disposition of Records.

Except as provided in paragraph "e" below, all pertinent records and books of accounts related to this grant in the possession of the Grantee shall be preserved by the Grantee for a period of five (5) years after the close of the budget period in which final expenditures are made; or until audit by or on behalf of the Department, whichever is earlier.

e. Questioned Expenditures.

Records relating to any litigation or claim arising out of the performance of this grant, or costs and expenses of this grant to which exception has been taken as a result of inspection or audit, shall be retained by the Grantee until such litigations, claims or exceptions have been disposed of.

6. TERMINATION

Grants may be terminated or revoked in whole or in part by the Government in the event the Grantee fails to carry out the terms of the grant



in accordance with the stated objectives, or for the Government's convenience. Termination shall be effected by delivery to the Grantee of a written notification thereof, signed by the Grants Officer.

Financial obligations incurred by the Grantee prior to the effective date of the termination will be allowable to the extent they would have been allowable had the grant not been terminated. The Grantee agrees to furnish the Grants Officer within sixty (60) days of the effective date of termination an itemized accounting of funds expended, obligated, and remaining under the grant. The Grantee also agrees to remit within thirty (30) days of the receipt of a written request therefor any amounts found due.

7. PRINTING AND DUPLICATING

a. All printing and duplicating authorized under this grant are subject to the limitations and restrictions contained in the current issue of the U.S. Government Printing and Binding Regulations if done for the use of the Office of Education within the meaning of those Regulations.

b. Material produced other than for the use of the U.S. Office of Education, Department of Health, Education, and Welfare under the grant may be published without prior review by the Commissioner provided that where Federal funds are used for the production, printing, or dissemination of the materials, they shall not be sold without prior approval of the Commissioner, and arrangements for their printing shall be made through an authorized Federal Printing Plant.



## 8. REPORTS

a. The Grantee shall submit the reports indicated in paragraphs (1) through (4), and such other reports as may be provided for in the grant award document or as may be required by the Commissioner from time to time in order to carry out his responsibilities under the Act:

- (1) Periodic project status reports containing such information as the Commissioner may require, the requirements for which shall be furnished the Grantee in writing by the Project Officer not less than 15 days before the due date for such reports;
- (2) A final project report to be submitted at the conclusion of the project containing such information as the Commissioner may require, the requirements for which shall be furnished the Grantee in writing by the Project Officer not less than 60 days before the expiration of the grant;
- (3) A final accounting report required by "b" below; and
- (4) A copy of any independent evaluation of the project, its operation and objectives, or studies of any nature which may be provided for in the proposal. Such evaluation shall be arranged for by a contract for services.

b. In addition to such other accounting as the Commissioner may require, the Grantee shall render, with respect to the program or project under the grant, a full account of

- (1) Funds expended, obligated, and remaining under the grant;
- (2) All equipment and materials purchased with Federal funds;
- (3) All instructional materials developed for use in the program or project; and



(4) All salable items resulting from the program or project.

A report of such accounting shall be submitted to the Commissioner within 60 days of the expiration or termination of the grant, and the Grantee shall remit within 30 days of the receipt of a written request therefor any amounts found by the Commissioner to be due.

c. The Grantee will furnish copies of the following fiscal reports:

- (1) Quarterly Estimated Requirements for Federal Cash. Four (4) copies of the Quarterly Estimated Requirements for Federal Cash, OE Form 5141, should be submitted thirty (30) days prior to the beginning of each fiscal quarter. Although this request covers a three-month period, payments will be scheduled one month at a time. It is therefore requested that the Grantee indicate by month the estimated amount of Federal funds required. Any Federal funds on hand at the end of the month preceding the month for which Federal funds are requested, as indicated on Line 7 of OE Form 5140, will be deducted when scheduling this payment. (See attached copy.)
- (2) Monthly Report of Disbursements of Federal Cash. Within 10 (10) days after the end of each month the Grantee must submit four (4) copies of OE Form 5140, Monthly Report of Disbursements of Federal Cash. This report must be received before any payment for the following month can be authorized for the reason stated in "(1)" above. (See attached copy.)

## 9. PAYMENT

a. Payment shall be made in accordance with "OE 5141, 8/69 - Quarterly Estimated Requirements for Federal Cash." Instructions are on the reverse side of the form.





DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

8a  
BUDGET BUREAU NO. 51-R0621  
APPROVAL EXPIRES 6/30/71

FINANCE BRANCH

## MONTHLY/QUARTERLY REPORT OF DISBURSEMENTS OF FEDERAL CASH

INSTRUCTIONS: Please complete and submit two copies of this report by the 10th day of each month following report period. (See Reverse Side)

1. REPORT FOR PERIOD ENDING:

19

3. NAME OF PROGRAM

2. CONTRACT OR GRANT NUMBER

4. NAME AND ADDRESS OF CONTRACTOR OR GRANTEE:

## DISBURSEMENT ITEMS

## AMOUNT OF DISBURSEMENTS

5. Disbursements of Federal cash previously reported

\$

6. Disbursements of Federal cash for current reporting period

7. Federal cash on hand at end of current reporting period

8. (Federal cash accounted for) TOTAL

\$

9. REMARKS:

10. SUBMITTED BY: (Type name and title)

11. SIGNATURE OF REPORTING OFFICIAL

12. DATE:



# INSTRUCTIONS FOR COMPLETING MONTHLY/QUARTERLY REPORT OF DISBURSEMENTS OF FEDERAL CASH

This report serves as either a monthly or quarterly report of disbursements of Federal cash under a specific Office of Education contract or grant. While it is the OE policy to make monthly payments as requested by the contractor on Form OE-5141, "Quarterly Estimated Requirements for Federal Cash," adjustments will be made in a subsequent payment if this report indicates significant differences between actual disbursements as compared to amounts previously estimated, resulting in an excess of Federal cash on hand.

1. Report for Period Ending: Show ending month and year of period for which report is made.
2. Contract or Grant Number: Enter number as shown on the contract or grant award document signed by the Office of Education contracting or grants officer.
3. Name of Program: Show program title as it appears on the Office of Education contract or grant award document.
4. Name and Address of Contractor or Grantee: Enter name and address of contractor or grantee.
5. Disbursement of Federal Cash Previously Reported: Enter the cumulative total of Federal cash previously disbursed and reported for this contract or grant.
6. Disbursements of Federal Cash for Current Reporting Period: Enter total Federal cash disbursed during the current reporting period. Include any adjustments for periods previously reported and explain any significant amounts in Item 9.
7. Federal Cash on Hand at End of Current Reporting Period: Enter Federal cash on hand at end of current reporting period.
8. Total: Enter total of Items 5, 6, and 7.
9. Remarks: Grantee should include an explanation of the cash balance shown in Item 7 if it is greater than the next 30 day requirements.
10. Submitted by: Type or print the name and title of authorized official (project director, or the authorized representative of the grantee).
11. Signature of Reporting Official: To be signed by authorized official in consultation with the project fiscal officer.
12. Date: Enter date this report is signed.

This form and all inquiries pertinent thereto should be addressed to:

Chief, Fiscal Services Section, Finance Branch, U.S. Office of Education  
400 Maryland Avenue, S.W., Washington, D.C. 20202



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

BUDGET BUREAU NO. 51-R0622  
APPROVAL EXPIRES: 6/30/71

QUARTERLY ESTIMATED REQUIREMENTS FOR FEDERAL CASH

INSTRUCTIONS: Please complete and submit 2 copies of this report 30 days prior to the beginning of each quarter. (See reverse side)		1. REPORT PERIOD FOR QUARTER ENDING	
3. NAME OF PROGRAM		2. CONTRACT OR GRANT NUMBER	
4. NAME AND ADDRESS OF CONTRACTOR OR GRANTEE		5. DATE ESTIMATED CASH IS NEEDED (Show month and day)	6. ESTIMATED AMOUNT REQUIRED
			\$
			\$
			\$
		TOTAL →	\$
7. REMARKS			
8. SUBMITTED BY (Type name and title)			
9. SIGNATURE OF REQUESTING OFFICIAL		10. DATE	

ACCOUNTING DATA (Program offices will complete items marked with an asterisk (\*)) (See reverse for explanations)

RECORD TYPE	* FISCAL YEAR	* APPROPRIATION SYMBOL *	* EFFECTIVE DATE (Mo., Day, Year)	* REF. CODE	* OBLIGATION/DOCUMENT NUMBER	* REF. CODE	* CURRENT DOCUMENT NUMBER	* OBJECT CLASS			
(1)	(2)	COMMON ACCOUNTING NO. (3-9)	(10-15)	(16-18)	(19-28)	(29-31)	(32-41)	(42-45)			
5											
5											
5											
		* AMOUNT (Dollars and cents) (46-57)	* NEGATIVE CODE	* ADMIN./PROGRAM (58)	* SCI./NON-SCI. (59)	* PRIMARY VENDOR NUMBER (60-74)	* SECONDARY VENDOR NUMBER (75-89)	* MANAGEMENT ACCOUNT CODE (90-99)			
		* MANAGEMENT SUB-ACCOUNT CODE (100-113)	* TRANS-ACTION CODE (114-116)	* MODIFIER CODE (117)	* REVERSE CODE (118)	* GENERAL LEDGER ACCOUNTS (119-126)	* VOUCHER SCHEDULE NUMBER (127-132)	* PROGRAM PLANNING BUDGET CODE (133-140)	* BALANCE OF PAYMENTS CODE (141-142)	* GOVT./NON-GOVT. (143)	* MACHINE NUMBER (144)



INSTRUCTIONS FOR COMPLETING QUARTERLY ESTIMATED  
REQUIREMENTS FOR FEDERAL CASH

8d

This report serves as both a quarterly estimate of requirements for Federal cash and a request for monthly payments.

1. Report Period for Quarter Ending: Indicate the applicable calendar quarter for which the report is submitted.
2. Contract or Grant Number: Enter number as shown on the contract or grant award document signed by the Office of Education contracting or grants officer.
3. Name of Program: Show program title as it appears on the Office of Education contract or grant award document.
4. Name and Address of Contractor or Grantee: Enter name and address. If check is to be drawn payable to other than the contractor or grantee as shown, please indicate by an asterisk and state name and address for this purpose under remarks.
5. Date Estimated Cash is Needed: Show month and day by which cash is actually needed. Every effort will be made to see that U.S. Treasury checks will reach the contractor on or immediately prior to date shown. However, contractors and grantees must submit requests promptly and allow for the time required for processing and mailing of checks by the Federal Government.
6. Estimated Amount Required: Enter total estimated amounts required for disbursement by the grantee during each month of the quarter. The grantee must not adjust these amounts by the Federal cash on hand reported on Form OE-5140. If it is estimated that no funds will be required for disbursement during a particular month, enter "O" for that month. **NOTE**: If check is to be issued to someone other than the grantee, please give name and address.
7. Remarks: Include any comments or information with respect to unusual cash needs or trends that would be helpful to the Office of Education in processing this request for payment.
8. Submitted by: Type or print the name and title of the project director or an authorized representative of the grantee.
9. Signature of Requesting Official: To be signed by authorized official.
10. Date: Show date the report is signed.

This form and all inquiries pertinent thereto should be addressed to:

Chief, Fiscal Services Branch, Finance Division, U.S. Office of Education  
400 Maryland Avenue, SW., Washington, D.C. 20202

EXPLANATIONS

**FISCAL YEAR.**--The last digit of the fiscal year to which the obligation is to be charged.

**APPROPRIATION SYMBOL.**--The numerical symbol assigned by the Treasury Department.

**COMMON ACCOUNTING NUMBER.**--A seven-digit number (without FY prefix) assigned to a particular program for recording transactions. FY 1970 CAN Book.

**EFFECTIVE DATE.**--The date of signature of authorizing official.

**REFERENCE CODE.**--A three-digit code to identify the type of document. These codes are listed in Chapter 4-90 of the DHEW Accounting Manual.

**OBLIGATION/DOCUMENT NUMBER.**--A ten-digit obligation number will be used. Adjustments to obligations must cite the original obligation number.

**REFERENCE CODE.**--A three-digit code to identify the current document. Used in the same manner as the reference code for the obligation above.

**CURRENT DOCUMENT NUMBER.**--An identifying number of the document being processed.

**OBJECT CLASS.**--Enter object and sub-object class codes listed in Chapter 4-50 of the DHEW Accounting Manual.

**AMOUNT.**--Amount of transaction in dollars and cents.

**NEGATIVE CODE.**--Enter a minus sign if the transaction is a negative amount.

**SCIENCE-NON-SCIENCE.**--Enter "1" for Science or "2" for Non-Science.

**PRIMARY VENDOR.**--A six-digit number to identify the primary vendor/customer. Current OE vendor codes will be used for FY 1970.

**SECONDARY VENDOR.**--Will be used to identify secondary recipient when information is available.

**MANAGEMENT ACCOUNT.**--A ten-digit field, reserved for the present.

**MANAGEMENT SUB-ACCOUNT.**--A fourteen-digit field, reserved for the present.

**ADMIN./PROGRAM.**--Enter "A" for administrative or "P" for program.



b. Final payment of 10 percent of the grant amount shall be withheld pending receipt and acceptance of the final reports called for by the preceding condition, "REPORTS."

#### 10. EXTENSION OF THE GRANT

When progress under the grant is delayed and circumstances make it necessary to request an extension of the grant, without additional funds, it is the policy of the Office of Education to permit such extensions upon written request. Where it appears that the activity to be accomplished will be completed within three (3) months after the expiration date, it will not be necessary to request an extension; however, the Grantee should notify the Project Officer, in writing, of the delay in completion. Where it appears that the time required will exceed three (3) months, the Grants Officer should be informed, and an extension should be requested.

#### 11. EQUIPMENT

##### a. Definition

As used in this Article the term "equipment" means nonconsumable personal property to be used in the performance of the grant, having an acquisition cost of \$300 or more and a useful life expectancy greater than one (1) year.

##### b. Title and Disposition

Title to equipment purchased with grant funds will be vested in the Government. Notwithstanding the foregoing, however, should the Commissioner, during the useful life of any equipment acquired with funds under the grant, determine that transfer of title to and



possession of such equipment, or any other disposition, is necessary or desirable in order to accomplish the purposes of the program, the Grantee shall dispose of such equipment as the Grants Officer may direct.

c. Use

Equipment purchased with grant funds shall be used only to accomplish the purposes of the grant unless another use is approved in writing by the Grants Officer. The Grantee shall maintain current inventory of all such equipment and shall safeguard and protect all such equipment in accordance with prudent property management practices.

12. CHANGE OF KEY PERSONNEL

The Project Director and other grant personnel specified by name in the proposal are considered to be essential to the work being performed.

If for any reason substitution of a specified individual becomes necessary, the Grantee shall provide timely written notification to the Grants Officer. Such written notification shall include the successor's name, with a resume of his qualifications.

13. APPLICABILITY OF STATE, LOCAL, OR INSTITUTIONAL REQUIREMENTS

Except to the extent otherwise provided for in this document or any document incorporated herein by reference, nothing herein or therein shall be construed so as to alter the applicability of any law, rule, regulation, or procedure applicable to the Grantee which would otherwise pertain to the activity covered by this grant.



#### 14. ACKNOWLEDGEMENT AND DISCLAIMER IN PUBLICATION

Any publication or presentation resulting from or primarily related to the project being performed hereunder shall contain the following acknowledgement:

"The project presented or reported herein was performed pursuant to a Grant from the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred."

#### 15. PATENT RIGHTS

##### a. Policy

In accordance with Department of Health, Education, and Welfare Regulations (45 CFR Subtitle A, Parts 6 and 8), all inventions made in the course of or under any Office of Education grant shall be promptly and fully reported to the Assistant Secretary (Health and Scientific Affairs), Department of Health, Education, and Welfare.

The Grantee institution and the principal investigator shall neither have nor make any commitments or obligations which conflict with the requirements of this policy.

##### b. Determination

Determination as to ownership and disposition of invention rights, including whether a patent application shall be filed, and if so, the



manner of obtaining, administering, and disposing of rights under any patent application or patent which may issue, shall be made either:

- (1) By the Assistant Secretary (Health and Scientific Affairs) whose decision shall be considered as final, or
- (2) Where the institution has a separate formal institutional agreement with the Office of Education or the Department, by the grantee institution in accordance with such agreement.

Patent applications shall not be filed on inventions under (1) above without prior written consent of the Assistant Secretary (Health and Scientific Affairs) or his representative. Any patent application filed by the Grantee on an invention made in the course of, or under, an Office of Education grant shall include the following statement in the first paragraph of the specification:

"The invention described herein was made in the course of, or under, a grant from the U.S. Office of Education, Department of Health, Education, and Welfare."

c. Reports and Other Requirements

A complete written disclosure of each invention in the form specified by the Assistant Secretary (Health and Scientific Affairs) shall be made by the Grantee promptly after conception or first actual reduction to practice, whichever occurs first under the grant. Upon request, the Grantee shall furnish such duly executed instruments (prepared by the Government) and such other papers as are deemed necessary to vest in the Government the rights reserved to it under this policy statement



to enable the Government to apply for and prosecute any patent application, in any country, covering each invention where the Government has the right to file such application.

The Grantee shall furnish interim reports (Annual Invention Statements) prior to the continuation of any grant listing all inventions made during the budget period whether or not previously reported, or certifying that no inventions were made during the applicable period. Upon completion of the project period, the Grantee shall furnish a final invention report listing all inventions made during performance of work on the supported project, or certifying that no inventions were made during that work.

d. Supplementary Patent Agreements

The Grantee shall obtain appropriate patent agreements to fulfill the requirements of this provision from all persons who perform any part of the work under the grant, except such clerical and manual labor personnel as will have no access to technical data, and except as otherwise authorized in writing by the Department.

The Grantee shall insert, in each subcontract or agreement having experimental, developmental, or research work as one of its purposes, a clause making this provision applicable to the subcontractor and its employees.

e. Definitions.

As used in this provision, the stated terms are defined as follows for the purposes hereof:



(1) "Invention" or "invention or discovery" includes any art, machine, manufacture, design or composition of matter, or any new and useful improvement thereof, or any variety of plant, which is or may be patentable under the Patent Laws of the United States.

(2) "Made" when used in relation to any invention or discovery means the conception or first actual reduction to practice of such invention in the course of the grant.

f. Inventions Resulting from Grants Made in Support of Research by Federal Employees

Inventions resulting from grants made in support of research by Federal employees shall be reported simultaneously to the Assistant Secretary (Health and Scientific Affairs) pursuant to the terms of the grant and to the employing agency under the terms of Executive Order 10096, as amended.

16. COPYRIGHT AND PUBLICATION

- a. The term "materials" as used herein means writings, sound recordings, films, pictorial reproductions, drawings or other graphic representations, computer programs, and works of any similar nature produced under this grant. The term does not include financial reports, cost analyses, and similar information incidental to grant administration.
- b. It is the policy of the Office of Education that the results of activities supported by it should be utilized in the manner which would best serve the public interest. To that end, except as provided in paragraph "c," the Grantee shall not assert any rights at common law



or in equity or establish any claim to statutory copyright in such materials; and all such materials shall be made freely available to the Government, the education community, and the general public.

c. Notwithstanding the provisions of paragraph "b" above, upon request of the Grantee or his authorized designee, arrangements for copyright of the materials may be authorized by the Commissioner, through the Copyrights Officer, upon a showing satisfactory to the Office of Education that such protection will result in more effective development or dissemination of the materials and would be in the public interest.

d. With respect to any materials for which the securing of copyright protection is authorized under paragraph "c," the Grantee hereby grants a royalty-free, nonexclusive and irrevocable license to the Government to publish, translate, reproduce, deliver, perform, use, and dispose of all such materials.

e. To the extent the Grantee has the right and permission to do so, the Grantee hereby grants to the Government a royalty-free, nonexclusive and irrevocable license to use in any manner copyrighted material not first produced in the performance of this grant but which is incorporated in the materials. The Grantee shall advise the Copyrights Officer of any such material known to it not to be covered by such license.

#### 17. SERVICE CONTRACTS

The Grantee may enter into contracts or agreements for the provision of part of the services under this grant by other appropriate public or private agencies or institutions. Such contract or agreement shall incorporate these grant terms and all other rules and regulations,



applicable to the program, shall describe the services to be provided by the agency or institution, and shall contain provisions assuring that the Grantee will retain supervision and administrative control over the provision of services under the contract. Services to be provided by contract pursuant to this section shall be specified in the project proposal or in an amendment thereto, and the proposed contract shall be submitted to the Grants Officer and be approved by him in writing prior to its execution if in excess of \$5,000.

18. FULL COMPENSATION LIMITATION

All employees of the Grantee performing work hereunder shall be limited to full compensation for any time during which they perform work required by this grant. Full compensation shall be defined as 100 percent of the salary authorized for the work being performed. To the extent that additional compensation from any source is received for any time for which full compensation is to be paid, the full compensation provided by Federal funds shall be reduced pro rata, and the amount of this grant shall be reduced accordingly without reduction of the work supported thereby. Such reduction shall be creditable as a local contribution or as cost sharing where the statute or regulations issued therefor require or recommend same.

Examples and Explanation of Application of Above

a. A school teacher paid for vacation time even if on a 12-month basis who may not be required to perform work or services during the vacation



period need not be considered as receiving pay for time worked during vacation such as to require a pro rata reduction in the grant price.

b. A professor or employee required or permitted to work 125 percent of time by university policy who may be employed under the grant and additionally required to work sufficient time to deliver 125 percent of a normal day's effort may only be reimbursed on an 80 percent basis for his time worked under this grant. However, to the extent that such a professor is not actually required to deliver and does not deliver that additional quarter time he may receive 100 percent of the salary authorized.

c. An employee who takes time from that for which he is authorized to be paid from Federal funds to consult will have his authorized salary reduced by the value of the authorized salary for the time taken and in the event such consultation takes place during time yielded to the employer in conformance with an employer policy for more than 100 percent of time the employee's authorized salary will also be reduced in accordance with the example in "b" above, regardless of whether money, reciprocal services, or nothing may be required in exchange for same.

d. To the extent that an employee may work for himself beyond the time required by his grant of employment with his employer or under this grant the compensation he received for such work will not be used to effect a reduction in his authorized salary under this grant.

#### 19. TRAVEL FEES AND PER DIEM

a. Travel fees and per diem shall be paid in accordance with the written policy of the Grantee except where it may conflict with "b" below.



b. No project funds or funds from the Grantee or other sources may be used to pay a fee, travel or per diem, for U.S. Office of Education staff or other Federal Government staff who might be asked to appear as guest speakers or invited to attend project functions.

20. FORMS CLEARANCE

In the event the work performed involves the collection of identical information from ten or more individuals or organizations, other than Federal employees or agencies, the Grantee should submit to the Grants Officer six copies of all questionnaire forms and survey plans for transmittal to the Office of Management and Budget for approval prior to their use, in accordance with the Federal Reports Act of 1942.

21. PROJECT OFFICER

The Project Officer responsible for administering this grant on behalf of the Government is Mr. W. Phillips.

The Project Officer is not authorized to make any commitments or authorize any changes that affect the grant amount, terms or conditions; any changes in these categories shall be referred to the Grants Officer for action.



## TEACHER TRAINER BUDGET REPORT

September 30, 1971

	<u>ALLOTMENT</u>	<u>DISBURSEMENT</u>	<u>BALANCE</u>
Salaries	23,400.00	10,720.17	12,679.83
Fringe Benefits	1,520.00	282.00	1,238.00
Stipends	41,750.00	41,424.21	325.79
Travel	7,221.78	4,464.26	2,757.52
Supplies	6,000.00	6,141.35	(141.35)
Consultant Fees	2,000.00	1,800.00	200.00
Communications	1,360.00	835.32	524.68
Equipment	125.22	125.22	-----
Indirect Cost	<u>6,670.00</u>	<u>2,223.00</u>	<u>4,447.00</u>
	\$90,047.00	68,015.53	21,031.47

~~Disb. May 31~~

Projected Balance

Ollie Luster

2513.27

2 grad.

Kara Decker

Student

John Allen

Jan-May

Pussilla Hottel

Monica Harland

325.79

(141.35)

2697.91



QUARTERLY ESTIMATED REQUIREMENTS FOR FEDERAL CASH

INSTRUCTIONS: Please complete and submit 2 copies of this report 30 days prior to the beginning of each quarter. (See reverse side)

1. REPORT PERIOD FOR QUARTER ENDING  
August 31, 1971

3. NAME OF PROGRAM

Adult Basic Education Institute on Individualized Instruction for Rural Adults

2. CONTRACT OR GRANT NUMBER

OEG-0-71-3406 (323)

4. NAME AND ADDRESS OF CONTRACTOR OR GRANTEE

Morehead State University  
AABEDG  
Box 1353  
Morehead, KY 40351

5. DATE ESTIMATED CASH IS NEEDED (Show month and day)

6. ESTIMATED AMOUNT REQUIRED

June 30, 1971

\$ 57,383.00

July 31, 1971

3,663.00

Aug. 31, 1971

5,331.00

TOTAL → \$ 66,377.00

7. REMARKS

June 30  
Salaries \$10,533.00  
Communications 100.00  
Equipment 2,000.00  
Supplies 3,000.00  
Support of Participants 41,750.00  
\$57,383.00

July 31  
Salaries \$2,283.00  
Communications 80.00  
Travel 1,000.00  
Employment 300.00  
Benefits \$3,663.00

Salaries \$2,283.00  
Communications 80.00  
Travel 1,000.00  
Empl. Benefits 300.00  
Indirect Cost 1,668.00  
(25%) \$5,331.00

8. SUBMITTED BY (Type name and title)

9. SIGNATURE OF REQUESTING OFFICIAL

10. DATE

*John Graham*

6-25-71

ACCOUNTING DATA (Program offices will complete items marked with an asterisk (\*)) (See reverse for explanations)

RECORD TYPE	* FISCAL YEAR	* APPROPRIATION SYMBOL *	* EFFECTIVE DATE (Mo., Day, Year)	* REF. CODE	* OBLIGATION/DOCUMENT NUMBER	* REF. CODE	* CURRENT DOCUMENT NUMBER	* OBJECT CLASS	
(1)	(2)	COMMON ACCOUNTING NO. (3-9)	(10-15)	(16-18)	(19-28)	(29-31)	(32-41)	(42-45)	
5									
5									
5									
* AMOUNT (Dollars and cents)		* NEGATIVE CODE	* ADMIN./PROGRAM	* SCI./NON-SCI.	* PRIMARY VENDOR NUMBER	* SECONDARY VENDOR NUMBER	* MANAGEMENT ACCOUNT CODE		
(46-57)		(58)	(59)	(60-74)	(75-89)	(90-99)			
* MANAGEMENT SUB-ACCOUNT CODE	TRANS-ACTION CODE	MODIFIER CODE	RE-VERSE CODE	GENERAL LEDGER ACCOUNTS	VOUCHER SCHEDULE NUMBER	PROGRAM PLANNING BUDGET CODE	BALANCE OF PAYMENTS CODE	GOVT./NON-GOVT.	MACHINE NUMBER
(100-113)	(114-116)	(117)	(118)	(119-126)	(127-132)	(133-140)	(141-142)	(143)	(144)



MEMORANDUM

June 4, 1971

TO: AABEDC Staff

FROM: George Eyster

REFERENCE: Morehead Teacher-Training Workshop Budget Changes

Representative of Contracts, U. S. Office of Education, Washington, D.C., Mr. Philip Mandel, called June 3, 1971, to announce a budget revision to the Morehead Teacher-Training Workshop proposal budget. The revisions include:

The line item entitled "Supplies and Materials" originally designated \$9,000 has been reduced to \$6,000 (a loss of \$3,000 for supplies and materials.

The current grant award, therefore, will read "\$83,378 direct costs, \$6,670 indirect costs (8%)." The total grant award, \$90,048.

*GWE*  
GWE



MAY 20 1971



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
REGION IV  
50 7TH STREET N.E.  
ATLANTA, GEORGIA 30323

*WCB*

May 17, 1971

OFFICE OF EDUCATION  
Room 550

Mr. George W. Eyster  
Project Director  
Morehead State University - UPO 1353  
Morehead, Kentucky 40351

Dear Mr. Eyster:

Congratulations on being selected to conduct the Teacher Training Institute for Rural Whites.

I would suggest that, due to the lateness of funding, you contact the state directors in Region IV directly rather than taking the time to go through our office.

Enclosed is a list of the state directors in Region IV. We are interested in your program and would appreciate being kept informed of your progress as you continue with the institute.

Sincerely,

*William J. Phillips*

William J. Phillips  
Program Officer  
Adult Education

Enclosure



ADULT BASIC EDUCATION

## REGION IV

ALABAMA	Mr. Norman O. Parker, Coordinator Adult Basic Education State Department of Education Montgomery, Alabama 36104	(205) 269-6306 FTS: (205) 263-7521
FLORIDA	Mr. James H. Fling, Director Adult and Veteran Education State Department of Education Tallahassee, Florida 32304	(904) 599-5723 FTS: (904) 791-2011
GEORGIA	Mr. Frary Elrod, Acting Coordinator Adult Education State Department of Education Atlanta, Georgia 30334	(404) 688-2390, X 443
KENTUCKY	Mr. Ted Cook, Director Division of Adult Education State Department of Education Frankfort, Kentucky 40601	(502) 564-3864 FTS: (502) 582-5011
MISSISSIPPI	Mr. J. C. Baddley, Supervisor Adult Education State Department of Education 222 North President Street Jackson, Mississippi 39205	(601) 354-6879 FTS: (601) 948-7821
NORTH CAROLINA	Mr. Charles M. Barrett Education Director Adult Education and Community Services Department of Community Colleges Room 141, Education Building Raleigh, North Carolina 26702	(919) 829-7057 FTS: (919) 755-4020
SOUTH CAROLINA	Mr. J. K. East, Director Division of Adult Education State Department of Education 1001 Main Street Columbia, South Carolina 29201	(803) 758-3217 FTS: (803) 253-8371
	Mr. Frank Commander Assistant Director	
TENNESSEE	Mr. Charles F. Kerr, Director Adult Education State Department of Education Capitol Towers Nashville, Tennessee 37219	(615) 741-3218 FTS: (615) 242-8321



## INKIND CONTRIBUTION

* AABEDC Evaluation Specialist - (Project Director)	\$6,000.00	} challenged
* AABEDC Research Administrator - (Project Coordinator)	3,000.00	
* Other AABEDC Staff (Full time one month)	6,000.00	
**Learning Laboratory (Office Space) One month	300.00	
**AABEDC Office Space - 12 months	1,000.00	
**University Space, Classrooms, Conference Rooms Food Service, Audio Visual and Recreation Facilities	2,000.00	
**Postage	700.00	
**Telephone (Kentucky Watts Line)	500.00	
TOTAL INKIND CONTRIBUTION	\$19,500.00	

\* Contribution of the AABEDC  
\*\*Contribution of Morehead State University

\$ 90,049

Released: 90 %

Estimated Requirements for Cash. — submit after  
Grant Award document.83,378 Direct Cost  
6,670 Indirect - % 8.

\$ 90,049



### Staff Associate

The staff associate shall be from the Southwest region to assist in coordinating follow-up activities in that area. He will assist in securing IPI materials and designing final problem objectives.

Formula: (3 months, Full time x \$1,250.00/mo.)  
or (Internship for 12 months or \$4,200.00)

\$3,750.00

### Workshop

The workshop staff will consist of one specialist in individualized instruction, one and one-half reading specialists, and one math specialist who will be employed for one month. (1 week pre-workshop plus the 3 week workshop)

Formula: (3 people x \$1,500.00/mo. x one mo.) \$4,500.00  
(1 Person part-time at \$750.00/mo. x one mo.) \$750.00

5,250.00

### Counselor

The AABEDC has had previous experience in conducting a workshop with an excess of 100 participants. With 100 people in a strange place there are many individual problems ranging from parking tickets to recreational activities which a busy staff does not have time to solve. The counselor will be responsible for these problems. Dates of employment are July 1 - August 6, 1971.  
Formula: (Five weeks at \$200.00/wk.)

1,000.00

### Administrative Assistant

The administrative assistant will be responsible for finalizing workshop facilities, ordering materials, and fiscal policy.  
Formula: (One month x \$1,000.00/mo.)

1,000.00

### Consultants

Twenty consultant days for planning, instructing, evaluation, etc. are provided at \$100.00/day.

Formula: (\$100.00/day x 20 consultants)

2,000.00

### Staff Assistants

Four internships for four experienced ABE teachers to provide workshop and follow-up services at 1/2 time at \$350.00/month for 12 months.

Formula: (4 interns x \$350.00/mo. x 12 mo.)

8,400.00

~~16,800.00~~

*challenge*

### Secretary

Full time for 12 months at \$333.33/month.  
Formula: (12 months x \$333.33/month)

4,000.00

TOTAL FOR PERSONNEL SALARIES

\$33,800.00

~~8,400.00~~

25,400.00



# TRAVEL (AND SUBSISTANCE)

Project Director, Project Coordinator and  
Staff Associate

10,000 miles at .08/mile = 25 days subsistence  
at \$24.50/day

Formula:  $(10,000 \text{ mi.} \times .08/\text{mi.}) + (\$24.50/\text{day} \times 25 \text{ days})$

\$1,412.50

## Consultants

20 days of consultant services travel  
expenses at an average of \$100.00/trip.

Formula:  $(20 \text{ days service at travel avg.} \times \$100.00/\text{trip})$

2,000.00

## Interns

Follow-up trips of  $2\frac{1}{2}$  days to each of 12 states  
to assist and observe in-service training activities.

Formula:  $(\$100.00 \text{ travel/trip} \times 12 \text{ states}) \div (24.50/\text{day} \times 2\frac{1}{2} \text{ days} \times 12 \text{ states})$

1,935.00

TOTAL TRAVEL \$5,347.50

# COMMUNICATIONS

Envelopes, stationery, stamps, etc.

400.00

Telephone (12 mo. at \$80.00/mo.)

960.00

TOTAL COMMUNICATION COST \$1,360.00

# SUPPLIES

Reading test, mathematics test, reading  
materials, reading lists

\$6,000.00

Supplies (Duplicating of training syllabi and  
final report)

3,000.00

TOTAL SUPPLY COST \$9,000.00



# EMPLOYMENT SERVICES AND BENEFITS

1. Associate Director	Soc. 5.2% of 3,750	\$195.00
2. Workshop Staff (4)	Soc. 5.2% of 5,250	273.00
3. Administrative Assistant (1)	Soc. 5.2% of 1,000	52.00
4. Counselor	Soc. 5.2% of 1,000	52.00
5. Interns <del>(4)</del> 2	Soc. 5.2% of 16,800	<del>873.60</del> 436.80
6. Secretary	Soc. 5.2% of 4,000	208.00
	Ky. Ret. 7% of 4,000	280.00
	Life Insurance \$2.00/mo. x 12 mo.	<u>24.00</u>

## TOTAL EMPLOYMENT SERVICES AND BENEFITS

\$1,957.60  
436.80  
\$ 1,520.80



EQUIPMENT (RENTALS AND PURCHASES)

Programmed Instructional Equipment  
Typewriter, VTR Tapes

TOTAL EQUIPMENT COST      \$2,000.00

RENTAL OF SPACE

N/A

MINOR REMODELING OF SPACE

N/A

UTILITIES AND CUSTODIAL SERVICES

N/A

SUPPORT OF PARTICIPANTS

- |  |                 |
|--|-----------------|
| (1) Stipends - \$75.00/participant/week for 3 weeks<br>Formula: (100 participants x \$75.00/wk. x 3 wks.)  | 22,500.00       |
| (2) Dependents - \$15.00/dependent at an average of<br>2.5 dependents for 3 weeks<br>Formula: (\$15.00/dependent x avg. 2.5 dependents x<br>100 part. x 3 weeks) | 11,250.00       |
| (3) Travel - one round trip/participant at an average<br>of 1,000 miles (500 miles each way at .08/mile)<br>Formula: (100 part. x \$80.00/part.)                 | <u>8,000.00</u> |

TOTAL SUPPORT PARTICIPANT COST      \$41,750.00



# INDIRECT COSTS

Eight percent of the total of Direct Cost will be paid to Morehead State University as Indirect Cost for all services rendered by Morehead State University to the Teacher-Training Reading Workshop, including Business Office services; the provision of all equipment; and, furniture necessary for the efficient operation of the Center.

$$8\% \times 95,215.10 = \$7,617.20$$

$$8\% \times 86,378.30 = 6,910.26$$

$$93,288.56 \text{ T}$$

$$\begin{array}{r} 2,000.00 \\ 41,750.00 \\ 1,520.80 \\ 9,000.00 \\ 1,360.00 \\ 1,347.50 \\ 5,400.00 \\ \hline 25,400.00 \end{array}$$



*Master*

MOREHEAD ABE TEACHER TRAINING WORKSHOP  
Morehead State University  
July 19 - August 6, 1971

Workshop Staff

DR. ROBERT GEESLIN, Director, Title I, Thomasville, Georgia.  
Dr. Geeslin received his Ed.D. from Florida State University in Reading.

MRS. CAROL GEESLIN will assist Workshop participants in developing skill kits in reading, one-half time for a period of three weeks. Mrs. Geeslin has received her M.A. in Reading and abd in Adult Education at Florida State University.

A full time person, as yet unnamed, will be responsible for instruction in individualized general instruction.

A full time person, as yet unnamed, will be responsible for individualization of mathematics instruction.

Consultants

MRS. DONNA SEAY, Project Director, Technical Education Research Center, Montgomery, Alabama, will provide staff in-service training and act as a Workshop resource person in individualized instruction.

DR. WILLIAM HAMPTON, Director, Morehead State University Reading Center, will be responsible for the reading practicum.

MRS. COLLETA GRINDSTAFF, Reading Specialist, Morehead State University, will be responsible for the reading practicum.

The above consultants will be responsible for particular phases of the Morehead ABE Workshop. These responsibilities will require approximately one week of full time employment.



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*Phonics Workbook 3	@ .90	11.70	3.60

W002

2. J.B. Lippincott Company  
Educational Publishing Division  
East Washington Square  
Philadelphia, Penna. 19105

Reading for Meaning, Workbook gr. 4	@ .87	11.31	3.48
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W003

3. Charles E. Merrill Publ. Co.  
1300 Alum Creek Drive  
Columbus, Ohio 43216

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4. McGraw Hill Book Company  
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New Rochester Occupational Reading Series

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5-1927 Job Ahead exercise book level 2	@3.00	39.00	12.00
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3-8671 Cracking the Code, worktext	@.99	12.87	3.96



	<u>Each</u>	<u>For=LARGE order 13 copies</u>	<u>For SMALL order 4 copies</u>
TTWCH			
11. Follett Publishing Co. 1010 West Washington Blvd. Chicago, Illinois 60607			
# 1902 Systems for Success, Bk. 1	@2.49	32.37	9.96
1925 Getting Started, Comm. 1	@1.74	22.62	6.96
1930 On the Way, Comm. II	@1.74	22.62	6.96
TTWCH			
12. Laidlaw Brothers Thatcher and Madison River Forest, Illinois 60305			
# 3780 Study Exercise for Developing Reading Skills, Bk. A	@.45	5.85	1.80
TTWCH			
13. Scholastic Magazines, Inc. 902 Sylvan Avenue Englewood Cliffs, New Jersey 07632			
# 3358 Wide World	@.75	9.75	3.00
# 3359 Dimensions	@.75	9.75	3.00
# 3360 Across & Down	@.75	9.75	3.00
# 3361 Word Puzzles & Mysteries	@.75	9.75	3.00
# 3362 Jobs in Your Future	@.75	9.75	3.00
TTWCH			
14. Reading Disability Clinic U. of Alabama Medical College 1700 Seventh Avenue, S. Birmingham, Alabama 35233			
APSL Intro for Students	@3.00	39.00	12.00
APSL Book I for Students	@3.00	39.00	12.00
APSL Book II for Students	@3.00	39.00	12.00
APSL Book III for Students	@3.00	39.00	12.00
Total		\$1,031.79	\$317.48



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15. Acetate:

Joseph Newstack Co.  
8501 Augusta Street  
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\$27.50/1,000 sheets  
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3,000<sup>#</sup>/82.50

Grand Total

\$ 1,317.79

\$ 399.98

10,400 sheets



May 14, 1971

Mr. Norman O. Parker, Coordinator  
Adult Basic Education  
State Department of Education  
Montgomery, AL 26104

Dear Norman:

A recent Congressional notification from the Department of Health, Education and Welfare announced the Teacher Training projects approved for negotiation under the provisions of P.L. 91-230, Section 309 (c) Adult Education Act.

Morehead State University, the Appalachian Adult Basic Education Center has been approved to conduct a workshop entitled: "Adult Basic Education Workshop in Individualized Instruction for Teachers of Rural Whites." The Workshop has been designated to serve DHEW Regions IV and VI.

Your State has been assigned a quota of participants. We are most anxious to serve your people and your ABE program. To expedite the Workshop development and the recruitment of your representative participants, we are providing you with information packets which include:

1. A DHEW REGION IV AND VI TEACHER-TRAINING WORKSHOP IN INDIVIDUALIZED ADULT READING AND MATHEMATICS--A brochure describing the Workshop content and organization
2. APPLICATION FORM--To be completed by Workshop participants
3. BEAUTIFUL COUNTRY, BEAUTIFUL PEOPLE--A brochure describing the activities of the Appalachian Adult Basic Education Demonstration Center
4. Descriptive brochures describing Morehead State University
5. APPALACHIAN ABE TEACHER TRAINING READING WORKSHOP (June 15-July 3, 1970) Teacher Training Conducted by Workshop Training Teams as of April 30, 1971



ALABAMA

Norman O. Parker, Coordinator  
ABE  
State Dept of Education  
Montgomery, AL 36104  
(205) 269-6306

MISSISSIPPI

*Joe*  
*B* J.C. Baddley, Supervisor  
Adult Education  
State Dept of Education  
Jackson, MS 39205  
(601) 354-6879

ARKANSAS

Luther Black, Director  
ABE  
State Dept of Education  
Little Rock, AR 72201  
(501) 371-2263

NORTH CAROLINA

*Chuck*  
Charles M. Barrett, Head  
Div of Adult Education and Community  
Services  
State Board of Education  
Raleigh, NC 27602  
(919) 829-7057

FLORIDA

*Jim*  
James H. Fling, Administrator  
Adult and Veteran Education  
State Dept of Education  
Tallahassee, FL 32304  
(904) 599-5724

NEW MEXICO

*M* Thomas M. Trujillo, Director  
Basic Adult Education  
State Dept of Education  
Santa Fe, NM 87501  
(505) 827-2429

GEORGIA

Frary Elrod, Acting Coordinator  
Adult Education Unit  
State Dept of Education  
Atlanta, GA 30334  
(404) 688-2390

OKLAHOMA

*M* Curtis E. Olvey, Director  
Adult Education  
State Dept of Education  
Oklahoma City, OK 73105  
(405) 232-5373

KENTUCKY

Ted Cook, Director  
Div. of Adult Education  
State Dept of Education  
Frankfort, KY 40601  
(502) 564-3864

SOUTH CAROLINA

*M* J.K. East, Director  
Office of Adult Education  
State Dept of Education  
Columbia, SC 29201  
(803) 758-3217

LOUISIANA

*M* E.L. Hammett, Director  
Adult Education  
State Dept of Education  
Baton Rouge, LA 70804  
(504) 389-6658

TENNESSEE

*M* Charles F. Kerr, Coordinator  
Adult Education  
State Dept of Education  
Nashville, TN 37219  
(615) 741-3218



TEXAS

M. Bob Allen, Director  
Adult and Continuing Education  
Texas Education Agency  
Austin, Texas 78711  
(512) 475-2266



TWRRP EDT MAY 13 71 CTA252 WK139

WW BTA067 EF GOVT PBB BT WASHINGTON DC 13 221P EST

MAY 17 1971

*Mr. Eyster*

DR ADRON DORAN PRESIDENT

MOREHEAD STATE UNIVERSITY MOREHEAD KY

I AM HAPPY TO ANNOUNCE AN APPROXIMATELY \$100,000 GRANT FROM  
HEW TO APPALACHIAN ADULT BASIC EDUCATION CENTER AT MOREHEAD  
STATE UNIVERSITY TO CONDUCT TEACHER TRAINING WORKSHOPS. WORKSHOPS  
WILL BEGIN JULY 19 AND END AUGUST 6, 1971. TEACHERS COME FROM  
13 STATE REGION OF SOUTHEAST AND SOUTHWEST US.

CARL D PERKINS MC

(238).

RECD CTA252 MO





MAY 17 1971

*WE*

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

May 7, 1971

Proposal Number: V123037

Dr. Harold Rose  
Chairman, Department of Adult  
and Continuing Education  
Box 1343  
Morehead State University  
Morehead, Kentucky 40351

Dear Dr. Rose:

We are pleased to inform you that the U.S. Office of Education has approved for negotiation your proposal for a Teacher-training Project in Adult Education under Section 309(c) of the Adult Education Act, P.L. 91-230.

However, no commitment or expenditure of funds for the purposes of this grant can be made until negotiations have been completed and you receive an official Notification of Grant Award which has been executed by the Contracting Officer of the U.S. Office of Education. You will be contacted in the near future regarding the negotiation of the grant agreement.

The Notification of Grant Award document will contain an approved budget and stipulate any conditions of the grant.

We wish you success with your project.

Sincerely yours,

*James B. Roberts*  
for  
Arthur Lee Hardwick  
Associate Commissioner for Adult,  
Vocational, and Technical Education

Proposal Title: "Adult Basic Education Institute in Individualized Instruction for Teachers of Rural Whites"





State of Alabama  
**Department of Education**  
State Office Building  
Montgomery, Alabama 36104

MAR 31 1971



LeRoy Brown  
State Superintendent of Education

March 29, 1971

Mr. William Phillips, Program Director  
Adult, Vocational, and Technical Education  
U. S. Office of Education/DHEW  
50 Seventh Street, N. E., Room 550  
Atlanta, GA 30323

Dear Mr. Phillips:

I want to take this opportunity to let you know how much we appreciate the excellent job that was done in the Adult Basic Education Reading Institute at Morehead University, Morehead, Kentucky, during the summer of 1970. The participants from Alabama have done a wonderful job in our are in-service workshops as well as with local in-service meetings with Adult Basic Education teachers. This Institute has helped ABE teachers in Alabama more than any one institute ever attended by the ABE teachers.

I would like to go on record as supporting Morehead University to hold the Rural White Adult Basic Education Institute during the summer of 1971. Judging from last year's institute, I believe that they could be of great help to Adult Basic Education teachers of rural white undereducated.

Yours sincerely,

Norman O. Parker, Coordinator  
Adult Basic Education

NOP/bwm



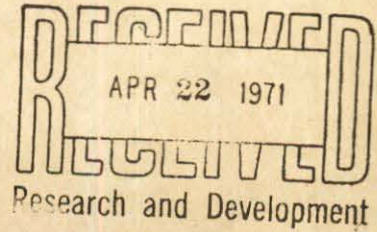
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FREDERICK J. LORDAN, STAFF DIRECTOR

## United States Senate

COMMITTEE ON COMMERCE  
WASHINGTON, D.C. 20510



April 19, 1971

*Proposal File*

Dear Mr. Norfleet:


Thank you for your recent letter and attached information pertaining to the Appalachian Adult Basic Education Demonstration Center.

We are glad to have this background information on hand. It is beautifully done.

I will be glad to contact the U. S. Office of Education and request approval of your application.

With best regards,

Sincerely yours,

  
Marlow W. Cook  
United States Senator

MWC:12:rh

Mr. Morris L. Norfleet  
Vice President, Research and Development  
Morehead State University  
Morehead, Kentucky 40351



APR 20 1971

*WE*



OFFICE OF EDUCATION

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
REGIONAL OFFICE

50 Seventh Street, N. E., Room 550  
Atlanta, Georgia 30323

April 16, 1971

*George E. [unclear]*

Dr. Morris L. Norfleet  
Vice President  
Research and Development  
Morehead State University  
Morehead, Kentucky 40351

Dear Dr. Norfleet:

Mr. Frank Groschelle has asked me to reply to your letter of April 1, 1971.

Morehead's Appalachian Adult Basic Education Demonstration Center project, along with other 309 projects, is to be evaluated in Washington during the week of April 19. The evaluation committee is to be composed of selected educators from within HEW and other professional educators. The final approval rests with the Bureau of Adult, Vocational and Technical Education in Washington.

If we can be of further assistance, please feel free to contact this office.

Sincerely yours,

*C. J. Martin*

C. J. Martin  
Regional Commissioner



50 Seventh Street, N. E., Room 550  
Atlanta, Georgia 30323

April 16, 1971

Dr. Morris L. Norfleet  
Vice President  
Research and Development  
Morehead State University  
Morehead, Kentucky 40351

Dear Dr. Norfleet:

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If we can be of further assistance, please feel free to contact this office.

Sincerely yours,

C. J. Martin  
Regional Commissioner





MOREHEAD ABE TEACHER-TRAINING WORKSHOP  
July 19 - August 6, 1971  
Morehead State University



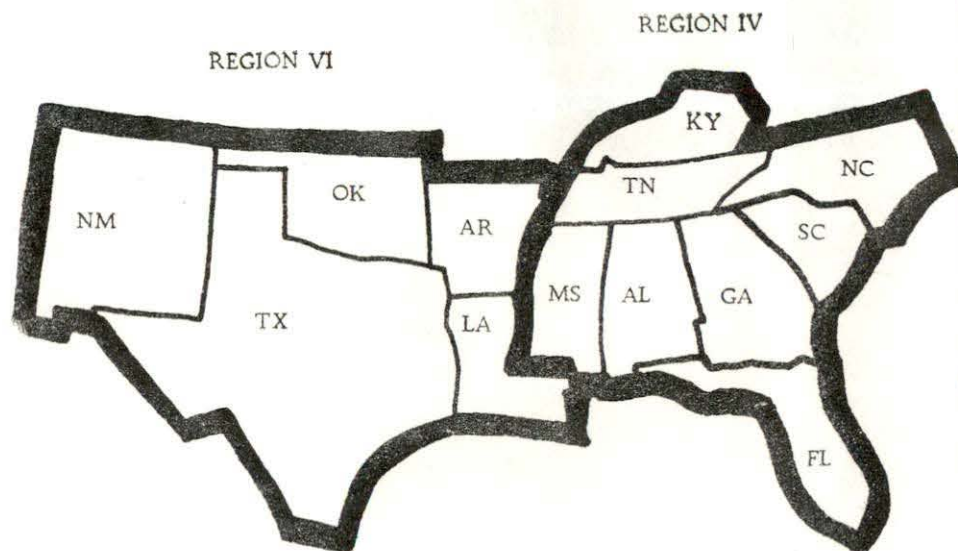


MRS. ANN P. HAYES, DIRECTOR  
Morehead Adult Basic Education Teacher-Training Workshop  
Appalachian Adult Education Center  
Morehead State University  
UPO 1353  
Morehead, Kentucky 40351



## WORKSHOP REGION

### DHEW Regions IV and VI Boundaries and Headquarters



#### REGION IV - MR. WILLIAM PHILLIPS, REGIONAL PROJECT OFFICER

ALABAMA	- Mr. Norman Parker, Coordinator
GEORGIA	- Mr. Frary Elrod, Acting Coordinator
FLORIDA	- Mr. James Fling, Administrator
KENTUCKY	- Mr. Ted Cook, Director
MISSISSIPPI	- Mr. Joseph Baddley, Supervisor
NORTH CAROLINA	- Mr. Charles Barrett, Head
SOUTH CAROLINA	- Mr. J.K. East, Director
TENNESSEE	- Mr. Charles Kerr, Coordinator

#### REGION VI - MR. GEORGE BLASSINGAME, REGIONAL PROJECT OFFICER

ARKANSAS	- Mr. Luther Black, Director
LOUISIANA	- Mr. E.L. Hammett, Director
NEW MEXICO	- Mr. Thomas M. Trujillo, Director
OKLAHOMA	- Mr. Curtis E. Olvey, Director
TEXAS	- Mr. Bob Allen, Director

## Appalachian Adult Education Center

### ANNOUNCES

#### A DHEW REGION IV & VI TEACHER-TRAINING WORKSHOP



Ann Hayes  
Workshop Director

JULY 19 - AUGUST 6, 1971

Harold Rose  
Workshop Coordinator



### LOCATION

MOREHEAD  
STATE  
UNIVERSITY



### SPONSORED BY:

Appalachian Adult Basic Education Demonstration Center  
UPO Box 1353, Morehead State University, Morehead, Kentucky 40351 Phone [606] 784-9229

U. S. Department of Health, Education and Welfare

OFFICE OF EDUCATION

Bureau of Adult, Vocational, and Technical Education  
Under

Section 309 (c) of the Adult Education Act of 1966, P.L. 91-230 as Amended.



## PURPOSE

The ultimate objective of the Morehead Adult Basic Education Teacher-Trainer Workshop is to improve the reading and mathematics ability of rural white disadvantaged adult population.

The Workshop has been developed on the assumption that the average rural ABE teacher does not have the necessary training in reading and mathematics to provide individualized instruction in these all important basic skills. In order to reach the greatest number of teachers, the Workshop is designed to train trainer teams of experienced ABE teachers who will conduct training at the state level in the teaching of individualized reading and mathematics to ABE teachers.

Training syllabi in individualized instruction, mathematics, and reading for use by the trainers will be field-tested during the Workshop.

## STATE DESIGN

In planning the use of the trainers in their state, the state director should consider each of the following:

1. The length of the ABE reading workshop (s) in the state. (The syllabi tentatively will be developed in units with suggestions for flexibility in combining and/or lengthening these units.)
2. The number of workshops proposed.
3. The location of the workshops. (Because of the manner of funding for AAEC, first consideration should be given to rural white areas.)
4. The tentative dates of the workshops.
5. The state ABE teachers to be trained. (Professionals? Para-professionals?)
6. The recruitment procedures for state trainees.
7. The duration of support of the trainer teams.
8. The type of support of state ABE teacher trainees. (Transportation? Housing? Stipend?)
9. The provision of suggested materials for the state workshops.
10. The specifics of the state design -- will the team be used as a unit?
11. In-class follow-up of the state workshops by the trainers.

Participants will further develop the state plan during the workshop and state department personnel are requested to react to this development during a visit the last week of the Workshop.



DONNA SEAY is Project Director, Technical Education Research Center, Montgomery, Alabama.

A Staff Associate will represent the Department of Health, Education, and Welfare, Region VI.

A Recreation Director and Counselor for Workshop activities will be assigned by Morehead State University.

## RESOURCES

Library facilities for the Workshop will be those of the Appalachian Adult Education Center Learning Laboratory and the Morehead State University Johnson Camden Library.

The Reading Laboratory of the School of Education will be available for the Workshop practicum.

A modern air-conditioned dormitory will house the participants. All participants are encouraged to stay on-campus since the informal "gab-sessions" of the Workshop are a valuable part of the program. Participants are not encouraged to bring their families since adequate off-campus housing is not plentiful.

Rooms rent for \$12 per week.

Meals may be taken in the recently remodeled Adron Doran Student Center Cafeteria (open daily) at an average cost of \$30 per week.

Morehead State University is located in the heart of scenic Eastern Kentucky. Recreational opportunities include the university pool and athletic facilities, golf, and the park facilities of the surrounding region. There will be scheduled recreation programs.

## PARTICIPANTS

Participants from each state will be selected jointly by the state director and the Workshop staff. In order to be an effective trainer, the ideal participant would meet the following requirements:

1. A full or part-time teacher in an adult basic education program. (Minimum 18 months experience.)
2. Formal course work in adult education or adult basic education. (Minimum of one two-week workshop.)
3. Formal course work in reading.
4. Formal course work in mathematics.
5. Able to devote full time to the three-week training Workshop.
6. Willing to conduct the short training sessions in individualized instruction in reading and mathematics for other ABE teachers outlined in his state design.
7. Working with a program for rural white undereducated adults.
8. A bachelor's degree from an accredited university or college.

Participants will receive a stipend of \$75 per week for the three-week period and a \$15 allowance per week for each dependent. Travel expenses will be provided. Participants will be responsible for room and board expenses.



## PROGRAM

The Workshop will be divided into two phases, an intensive three-week on-campus experience and a one year follow-up.

The on-campus program will be individualized theory into practice and will include:

### WEEK ONE -- AN OVERVIEW OF INDIVIDUALIZED INSTRUCTION

Philosophy  
Application to Rural Whites  
Special Project Findings  
Designing and Implementing  
Identifying Personal Goals

### WEEK TWO -- READING

Diagnosis  
Word Attack Skills  
Comprehension Skills  
Materials  
Individual Skills Kit  
Practicum

### WEEK THREE -- MATHEMATICS

Sequences of Skills  
Materials  
Individual Skills Kit  
Contingency Contracts  
State Design Practicum

Since the Workshop is sponsored in cooperation with the U. S. Office of Education, participants will not be charged tuition or registration fees. Text-books and other materials will be furnished.

THREE HOURS OF GRADUATE CREDIT will be granted to those who successfully complete the requirements of the Workshop. Grades, progress, and evaluation will be based upon contingency contracts.

The follow-up experience will consist of the participant trainer teams conducting teacher training in their home states. This teacher training will consist of long-term and short-term training in individualized reading and mathematics for local ABE teachers and/or in-class training or follow-up. The specific duties of each team will be developed during the Workshop in accordance with the team's state design.

## STAFF

GEORGE W. EYSTER is Director of the Appalachian Adult Education Center (AAEC) at Morehead State University. Mr. Eyster has a background in adult education, parent education, community school organization, and military education, as well as elementary, secondary, and special education.

ANN P. HAYES is Director of the Morehead Adult Basic Education Teacher-Trainer Workshop and Evaluation Specialist of AAEC. Mrs. Hayes has a background in reading and adult basic education.

N. HAROLD ROSE is Chairman of the Department of Adult and Continuing Education and Research Administrator of the AAEC. Dr. Rose received his Ph. D. in adult education from Florida State University.

CAROL GEESLIN is an instructor for the Workshop and an educational consultant. Mrs. Geeslin received her M.A. in elementary education from Florida State University and has had graduate work and experience in reading, adult education, and teacher training.

ROBERT H. GEESLIN is an instructor for the Workshop and an educational consultant. Dr. Geeslin received his Ed. D. in reading from Florida State University and has a background in learning theory and adult basic education materials development.

COLLETA GRINDSTAFF is an instructor for the Workshop and Coordinator of the Reading Laboratory. Mrs. Grindstaff received her M.A. in reading from East Tennessee State University.

WILLIAM C. HAMPTON is an instructor for the Workshop and Director of the Reading Department of Morehead State University. Dr. Hampton received his Ed. D. in reading from the University of Kentucky.

FRANK J. COLLESANO is Administrative Assistant and Business Manager for the Workshop and AAEC. Mr. Collesano received his M.A. in business education from Morehead State University.

JOHN E. GAUS is Learning Center Specialist for AAEC. Dr. Gaus received his Ph. D. in adult education from the University of Wisconsin.

LAMAR V. MARCHESE is Media Specialist for AAEC. Mr. Marchese has a background in radio, television, Job Corps, and Headstart.

HUSAIN QAZILBASH is Curriculum Specialist for AAEC. Dr. Qazilbash has his experience in adult education and research on the Appalachian mountain dialects. Dr. Qazilbash received his Ph. D. from Florida State University.